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14 September 1950

The purpose of the Administrative Staff meeting on 12 September was to discuss Agency-wide problems.

The importance of machines was discussed. As it will always be impossible to obtain all the personnel we want it will be necessary to have machines do the work. [REDACTED] of the Machines Methods Division explained some of the work which the IBM ~~xx~~ machines will do.

25X1A

Records Management - was discussed. Disposal of obsolete records; limiting of records keeping; etc.

1. Vital records - filming.
2. Records disposition -- what to do with accumulation.
3. Regrading of documents (up or down).
4. Training of files personnel and records officer.
5. Standardization of files.

25X1A

[REDACTED] discussed the various forms now used by CIA. He stated that at present CIA is using over 500 different forms -- this must be kept down to a minimum.

25X1A

[REDACTED] discussed T&A and offered the longer T&A forms for consideration by the Admin. officers.

Reports control - no control is planned now, but it will be necessary to think about it. There is too much duplication of reports.

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